

COMMISSION FOR TEACHER PREPARATION AND LICENSING

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February 2, 1982

81-8221

TO: All Individuals and Groups Interested in the Activities of the
Commission for Teacher Preparation and Licensing

FROM: John F. Brown, Executive Secretary

SUBJECT: Date of Filing Credential Applications: An Update.

Concerns about the implementation of procedures contained in coded correspondence 81-8217 were brought to the attention of the Commission at the January, 1982 meeting. These concerns focused on the procedures that, effective January 1, 1982, would not authorize institutions of higher education to establish the date of filing credential applications. While the proposed procedures were in conformity with existing Title 5 Regulations, they were in conflict with past practice.

Therefore, until such time as revised Title 5 Regulations are enacted and in accordance with past practice, the date of filing is the date received by the Commission, the county superintendent of schools, the local education agency, and institutions of higher education. Pages two and three of coded correspondence 81-8217 have been revised accordingly and will be found on the following pages.

Proposed Title 5 Regulations are included in the agenda for the February, 1982 meeting of the Commission. The proposed Title 5 Regulations have been written to meet the following conditions:

- (1) That the place of filing may be the Commission, or the office of the county superintendent of schools, or the office of the school district or local education agency, or the institution of higher education where the applicant has completed requirements for the credential;
- (2) That the date of filing is the date received by any of the agencies specified above; and
- (3) The date of issuance will be either:
 - (a) the date of filing; or
 - (b) the date of completion of all requirements if such date is later than the date of filing.

I appreciate the concerns expressed by some of our constituents regarding coded correspondence 81-8217 and sincerely trust that the revisions contained on pages two and three of this coded correspondence provide procedures that are fair and equitable. The proposed Title 5 Regulations will be mailed to you in mid-February in ample time for your review prior to the May, 1982 public hearing.

NOTE: The revisions are indicated as follows:
Additions: underlined
Deletions: ~~lined out~~

II. ISSUANCE DATE - How it will be determined:

A. The issuance date will be either the fee date or the date of filing as each is defined below:

1. FEE DATE: The date that the credential application (form 41-4) is received by the Commission office and the fee is stamped in the box provided in the upper right-hand corner.
2. DATE OF FILING: Either (a) or (b)
 - (a) The date that the application is initially received either in person or by mail by the office of the county superintendent of schools, by the local education agency in which the applicant is employed or is seeking employment, or by the institution of higher education, or by The Commission office. ~~PLEASE NOTE that the date of filing is not the date on which an application is received by an Institution of Higher Education (IHE).~~
 - (b) The date that an individual requests, in writing, an evaluation of transcripts by the Commission or by a county superintendent of schools office, or states, in writing, that she/he is applying for a credential. This date may be used as the date of filing only when the following conditions exist:
 1. The postmark date on the written request does not precede the actual date of filing of the application form by more than six months; and
 2. The school district would lose credit for ADA if the actual date of filing of the application form were used.

NOTE: To use the date of request as the date of filing, a district must show that the request was received on a certain date and must show that ADA will be lost if that date is not used as the issuance date.

THE DATE STAMP: The county, ~~or~~ the local education agency or the institution of higher education date stamp should indicate both the name of the agency and the date. If a simple time/date stamp is used, the agency name should be written in. If the date is handwritten, the agency name should be written in and signed (not initialed) by the person accepting the application.

B. The conditions under which a decision of issuance date will be made fall into five categories:

1. A direct application by an individual to the Commission office:

Issuance date will be the fee date, or a selected date up to one year after the fee date.

2. A direct application by an individual to a county superintendent's office or local education agency:

Issuance date will be the date of filing, or a selected date up to one year after the date of filing. PLEASE be sure those applications are submitted to the Commission office immediately upon receipt--delays cause hardships to applicants because of time needed to complete renewal requirements.

3. A request for an application is made in writing by an individual to a county superintendent's office or local education agency and the individual starts to work before the application form (41-4) is filed:

Issuance date will be the date of filing described in A(2) (b) above.

4. An applicant is recommended by an institution after the completion of all credential requirements:

Issuance date will be the fee date of filing, or a selected date up to one year after the fee date of filing.

5. An applicant is recommended by an institution before the completion of all credential requirements;

Issuance date will be the completion date of the program or a selected date between the date of completion of the program and one year after the fee date of completion of the program.